

Deposit Ck. # _____

Rent Ck. # _____

BURNS TOWNSHIP RENTAL AGREEMENT

Please send a \$ _____ deposit within 10 days of signing the rental agreement or your date will not be reserved.

Send to: Burns Township
PO Box 397
Byron, MI 48418

PLEASE PRINT AND FILL OUT COMPLETELY:

APPLICANT'S NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ DATE OF APPLICATION _____

DATE TO BE USED _____ TIME: FROM _____ TO _____

WHO SHOULD RECEIVE THE DEPOSIT REFUND WITH ADDRESS?

NAME _____ ADDRESS _____

WHAT TYPE OF EVENT ARE YOU HOSTING? _____

WHO IS THE EVENT FOR? _____

ARE THEY A TOWNSHIP RESIDENT, TAX PAYER OR IMMEDIATE FAMILY MEMBER? ___ YES ___ NO

ARE YOU HAVING ALCOHOL? _____ (You must provide Proof of liability insurance)

HOW MANY PEOPLE ARE YOU ESTIMATING WILL ATTEND? _____

CHARGE FOR USE RENT\$ _____ DEPOSIT \$ _____

*****THIS IS A SMOKE FREE FACILITY*****

PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING

You must comply with all the following terms and conditions. This agreement is not valid unless approved. You must abide by the rules and regulations given to you or ALL or a percentage of your deposit will be withheld. If damage exceeds your deposit, you will reimburse the township for the actual cost of any damage done to any Township property during the hall rental as per the signed agreement. Initial _____

To receive the township rental rate, **the renter must be a resident or taxpayer of Burns Township and may only rent for immediate family. (Immediate family member means Spouse, Mother, Father, Sister, Brother, Daughter, Son, Grandparent or Grandchild.) If the Immediate family member is not a resident they must co-rent with the immediate family member that is a resident or taxpayer. Both renters must sign the agreement.**

If you want to decorate the day before your event, and additional rental fee of \$50.00 is required.

In exchange for the privilege of using the Township facilities for the purposes indicated on the above dates and times, the Applicant signing agrees and promises the following:

1. To clean the Township Hall inside as well as the grounds and put trash into the cart.
2. To reimburse and pay Burns Township for any damage to the premises, building, equipment and grounds caused by Applicant's use. All tables and chairs will be inspected for damage after each rental. This means you could forfeit your whole deposit.
3. If damages are more than your deposit, you will be billed for the damages.
4. To use only the assembly room, kitchen facilities, and restrooms in said building during the above indicated period.
5. **To (clean) return the hall and premises to the condition in which it existed when Applicant's use began. This includes room setup.** (See picture of setup).
6. To indemnify and hold harmless Burns Township against any and all liability to persons or property brought within the hall or upon the property of the Township by Applicant, its members, agents, or anyone acting on the Applicant's behalf.
7. NO alcoholic beverages may be SOLD on the premises. If alcoholic beverages are served, no tickets to the event may be sold, nor any other form of cost sharing shall be allowed. The Applicant is personally responsible for any underage drinking or intoxicated person on the premises. No alcoholic beverages are allowed at any graduation parties. Initial_____
8. **If alcohol is being served at your function, you shall provide, at your sole expense, liability insurance, including property damage with a \$1,000,000 limit. You must present a certificate of proof insurance (called an accord form) and this must be presented at the time you receive the door code for rental, or NO CODE will be issued. Contact your Homeowners insurance company and ask for an Accord form for the date you will be using the hall.** Initial_____

Name of insurance company_____Phone#_____

PLEASE READ THE RULES: AND IF YOU AGREE TO COMPLY WITH THE RULES, PLEASE SIGN HERE

Signature of Applicant

Accepted & Approved: Township Board

BURNS TOWNSHIP HALL DAMAGE REIMBURSEMENT

I, _____, at _____
(Name) (Address)

Phone Number _____, who has arranged for a rental of the Burns
Township Hall on the ____ day of _____, 20____, from ____am/pm. to
_____p.m.

Under the terms and conditions of the Burns Township Board’s current policy, I do pledge
that I will reimburse the township for the actual cost of any damage done to any Township
property during the hall rental. I further understand that the cost of damage may exceed
the deposit and I will be responsible for the entire cost of damage.

Dated _____ Signature _____